

Reassignment or Disposal of Obsolete or Unserviceable Laboratory Testing Equipment

UDOT 08C-1

Effective: May 30, 1986

Revised: January 10, 1996

Purpose

To establish the policy and procedure for the reassignment or disposal of laboratory testing equipment.

Policy

In order to ensure that all laboratory testing equipment meets laboratory testing specifications and that correct laboratory test results are obtained from the use of such equipment, obsolete or unserviceable equipment will be transferred to the Central Materials Laboratory for repair, if feasible, or disposal.

Equipment meeting specifications after completion of cost effective repairs or modifications will be reassigned where needed.

Unusable equipment will be processed for property survey and then destroyed.

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Procedures

Reassignment or Disposal of Laboratory Testing Equipment **UDOT 08C-1.1**

Responsibility: Project Engineer or Region Material Engineer

Actions

1. Send obsolete or unserviceable laboratory testing equipment to the Materials and Research Section with a signed Form R-5.
2. Label equipment: "Attention Lab Equipment Certification Manager."

Responsibility: Equipment Certification Manager

3. Determine if equipment can be repaired and recertified.
4. If reusable, with cost effective repairs, repair and recertify equipment.
5. Reassign repaired and recertified equipment.
6. If unusable, prepare Form SP-1 for property survey of equipment.
7. Notify Project Engineer or Region Materials Engineer of disposition of equipment.

Responsibility: Engineer for Materials or designated representative

8. Complete and sign SP-1 for disposal of unusable equipment, and forward a copy to the Fixed Asset Coordinator in the Comptroller's Office.

Responsibility: Equipment Certification Manager

9. Dismantle and destroy unusable equipment.